



AN OVERVIEW OF THE 319TH CONTRACTING SQUADRON

The 319th Contracting Squadron provides Operations and Maintenance contract support to Air Mobility Command, 319th Air Refueling Wing at Grand Forks Air Force Base, North Dakota and Air Force Space Command's 10th Space Wing at Cavalier Air Station, North Dakota. In addition, the 319th Contracting Squadron deploys personnel to locations worldwide in support of the Global War On Terror.

Mission Statement: Provide quality-contracting support and sound business advice to the 319th Air Refueling Wing-Grand Forks AFB, 10th Space Warning System-Cavalier Air Force Station, and associated units and Combatant Commanders for worldwide operations.

Our Vision: An innovative team partnering with industry to provide quality agile acquisition to Grand forks AFB Global War Fighters.

319th CONTRACTING SQUADRON ORGANIZATION

Squadron members include:

- Major Raymond R. Barben, Commander
- Mr. Duane F. Mann, Director of Business Operations
- 5 Officers, 12 Enlisted personnel, and 15 Civilians

It is Mr. Mann's job to see that the Small Business Program is carried out at Grand Forks AFB. His phone number is (701) 747-5256.

The Acquisition Flight is responsible for all construction, services, and commodities required by the base and Cavalier Air Station. It is composed of 3 teams and is headed by the Flight Chief, Mr. Graham Pritchett, (701) 747-5273.

The Plans and Programs Flight is responsible for automated data processing equipment support to the organization, the Quality Assurance Evaluation Program, and the Government Purchase Card (GPC - VISA card) Program. The Flight Chief is Mrs. Donna Pietron, (701) 747-5275. The GPC Program Manager is Mrs. Thana Prochko, (701) 747-6647.

SMALL BUSINESS GOALS

Each year Air Mobility Command provides Grand Forks AFB with Small Business goals. These goals specify that certain percentages of our contract dollars must go to Small Businesses (SB's), Small Disadvantaged Businesses (SDB's), Woman-Owned Businesses (WOB's), Historically Underutilized Businesses (HUBZone) and Service-Disabled Veteran-Owned Businesses (SDVOSB's). These goals are tracked based on the dollars obligated to our contracts throughout the course of the fiscal year. (The federal government's fiscal year runs from 1 October through 30 September.)

Grand Forks AFB Small Business goals for FY06 are:

- Socio-Economic Category Awards
- Small Business 71.0%
- Small Disadvantaged Business (SDB) 34.5%
- Woman-Owned Small Business 11.0%
- HUBZone Small Business 19.3%
- Service-Disabled Veteran-Owned (SDVO) 3.0%

SOCIO-ECONOMIC BUSINESS CATEGORIES

SMALL BUSINESS

Whether your firm is a small business or not depends on the North American Industrial Classification System (NAICS) code and the size standard associated with that code. The NAICS code is a six digit numeric code that describes the type of work you do. You may remember them as Standard Industrial Classification (SIC) codes but the North America Free Trade Agreement (NAFTA) required that the SIC code be changed to the NAICS code in 1997. Actual changes to the system were made in 2002, so if you have not updated your profile in the Central Contractor Registration (CCR)/Pro-Net since mid-2002, you need to do that as-soon-as possible. All searches are conducted using the NAICS code and not the SIC code. You can learn everything you've ever wanted to know about NAICS codes at <http://www.census.gov/epcd/naics02/naicod02.htm>. This website will help you determine which NAICS codes apply to your business.

Once you've determined your NAICS code, go to <http://www.sba.gov/size/indexguide.html> to determine your size standard. Size standards are usually quoted in dollars or number of employees. For example, if you fabricate metal as a machine shop (NAICS 332710) for sale to the government, you are a small business if you have less than 500 employees. If, on the other hand, you are doing landscaping work (NAICS 561730), you are a small business if your average annual revenues are less than \$6,500,000. Keep an eye on the size standards for changes. The Small Business Association (SBA) occasionally will make changes. I would periodically go to the website and check the size standards applicable to your business, and if changed, be sure to update your profile in CCR.

You may self-certify your firm as a small business based on your NAICS code and its associated size standard.

One of the biggest benefits to being a small business is that virtually all procurements under \$100,000 are automatically set-aside for small businesses (See FAR 19.502-2). If there is a sufficient business base that will reasonably provide two or more bids, procurements over \$100,000 can also be set-aside for small business participation only

SMALL DISADVANTAGED BUSINESS - 8A BUSINESS

The Small Business Administration must certify that your business is a Small Disadvantaged Business and/or an 8a Business. (8a refers to a business that is described in section 8a of the Small Business Act.) All 8a businesses are Small Disadvantaged Businesses but not all Small Disadvantaged Businesses are 8a businesses. You should contact the Business Development Specialist at your state Small Business Administration office to apply for SDB and/or 8a status or go to the SBA website at <http://www.sba.gov/sdb> or <http://www.sba.gov/8abd> where you can apply on line.

There are several benefits to being certified as an 8a business. If a proposed procurement is under \$5,000,000 in manufacturing (\$3,000,000 for all other acquisitions), the procurement can be set-aside for an 8a firm on a sole source basis. The 8a firm must

provide a cost proposal, and negotiations are conducted to reach a fair and reasonable price based on a government estimate. If a proposed procurement is over \$5,000,000 in manufacturing (\$3,000,000 for all other acquisitions), and there is a reasonable expectation of two or more bidders, procurement can be set-aside as a competitive 8a procurement. This type of procurement limits the competition to 8a firms only.

If your firm is certified as a SDB business and you are dealing with a non-DOD agency, you may be entitled to a 10% price evaluation adjustment. This varies with different agencies, so it is best to check with the contracting officer for specifics.

Here is something important to keep in mind regarding 8a/SDB certification for federal contracting purposes. There is a difference between Minority Business Enterprise (MBE) certification at the state level and 8a/SDB certification at the federal level. You may well be registered as an MBE or Disadvantaged Business Enterprise (DBE) with a state agency, but the federal government does not recognize certification. Likewise, most states do not recognize 8a/SDB certification for their purposes either. Bottom line...different acronyms and certifications for different states and the federal government.

WOMAN-OWNED SMALL BUSINESS

The federal government does not certify businesses as woman-owned and relies on self-certification by the firm itself. Generally, a firm is woman-owned if a woman owns 51% or more of the business **and** operates the business on a daily basis.

As this is being written, there is some talk about authorizing buying agencies to set certain procurements aside for woman-owned firms only. So far, however, this is only in the talking stage. If your firm is a woman-owned firm, you may want to ask your local SBA representative about this from time to time.

HISTORICALLY UNDER-UTILIZED BUSINESS (HUBZone) BUSINESS

The Small Business Administration administers the HUBZone Business Program. A firm must apply to the SBA for certification as a HUBZone business. Generally, a firm's principal office must be located in a HUBZone as determined by the Census Bureau and at least 35% of the firm's employees must live in a HUBZone. To determine if your principal office is in a HUBZone or if you want to apply for HUBZone status, go to <https://eweb1.sba.gov/hubzone/internet>.

There are two significant advantages to being HUBZone certified. The first one is a requirement in the Federal Acquisition Regulation that says a contracting officer **shall** set-aside an acquisition exceeding the simplified acquisition threshold (> \$100,000) for a HUBZone small business when the contracting officer has a reasonable expectation that offers will be received from two or more HUBZone small businesses and award can be made at a fair market price. (See FAR 19.1305 (a) & (b)). Another is a 10% price evaluation preference for HUBZone firms. For price evaluation purposes, if the low bidder is a large business, their bid would be increased by 10% and the bids would then be reevaluated to determine the low bidder. For example, if a large business bid

\$900,000 and a HUBZone business bid \$950,000 dollars, the large businesses bid would be increased to \$990,000 (900 x 1.1) and the HUBZone businesses bid of \$950,000 would now be the low bid. The HUBZone business would get the contract.

SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESSES

Small Business firms can self-certify that a service-disabled veteran owns them. To be a Service-Disabled Veteran-Owned Small Business, the Service-Disabled Veteran must own more than 51% of the business and must operate the business on a daily basis. A recent change to the Federal Acquisition Regulation (FAR 19.1401) allows the contracting officer to set-aside acquisitions for competition restricted to Service-Disabled Veteran-Owned Small Businesses if the contracting officer has a reasonable expectation that; (1) offers will be received from two or more Service-Disabled Veteran-Owned Small Business concerns and (2) award will be made at a fair market price. Further, a contracting officer can set-aside an acquisition on a sole source basis to a Service-Disabled Veteran-Owned Small Business if; (1) only one Service-Disabled Veteran-Owned Small Business concern can satisfy the requirement, (2) the anticipated award price of the contract, including options, will not exceed \$5,000,000 for a requirement within the NAICS codes for manufacturing or \$3,000,000 for a requirement in any other NAICS code, (3) the Service-Disabled Veteran-Owned Small Business concern has been determined to be a responsible contractor with respect to performance, and (4) award can be made at a fair and reasonable price.

In addition, Air Mobility Command has placed special emphasis on this program since its goal for awards to SDVOSB's has not been reached since inception. It would be advantageous to you to get certified if you meet the qualifications. You can go to <http://www.vetbiz.gov/library/eligible.htm> for information on eligibility and registration requirements.

Since this capability now exists, it becomes doubly important that you **register in the Central Contractor Registration (CCR)** database as a Service-Disabled Veteran-Owned Business. If an agency or a prime contractor is looking for a Service-Disabled Veteran-Owned Small Business, that's the first place they'll look.

INDIAN INCENTIVE PROGRAM

This program is probably one of the best-kept secrets in the federal contracting arena. In a nutshell, this program provides for a 5% incentive payment to any DOD contractor that subcontracts work to an Indian-Owned firm if the contract/subcontract is over \$500,000.

Here are the specifics:

All federal agencies are authorized to provide the 5% incentive payment to any contractor who subcontracts work to an Indian-Owned firm. Currently, only the Department of Defense has requested and received funds to make the payments. Thus, only the DOD has been participating in this program.

For the last several years, DOD has had approximately \$8,000,000 in an account set up to make incentive payments to firms that subcontract work to Indian-Owned firms. FY 2004 was the first year that the entire \$8,000,000 was completely used up. Note that the funds to make the incentive payment comes out of this account and **do not** come out of the contracting agencies funds. In other words, it costs the contracting agency nothing.

Here is how it works:

A contractor gets a contract for \$1,000,000. The prime contractor subcontracts \$500,001 to an Indian-Owned firm. That prime contractor is entitled to a \$25,000.05 (\$500,001 x .05) incentive payment. Now say that that subcontractor turns around and subcontracts \$40,000 of that \$500,000.01 to another Indian-Owned firm. That subcontractor is not entitled to payment under the Indian Incentive Program because the subcontract was not for an amount greater than \$500,000.

Procedurally, it is really simple by government standards. First, FAR clause 52.226-1 must be in the contract. If it wasn't put in the contract originally, a simple modification to the contract will include the clause. Then the contractor sends a letter to the contracting officer requesting payment under the Indian Incentive Clause of FAR 52.226-1. With that letter, the contractor must include a copy of the subcontract with the Indian-Owned firm, a copy of the invoice from the Indian-Owned firm and proof of payment. The contracting officer will review the package and forward it to the Department of Defense at the address listed in DFAR 226.103. Assuming that office approves the payment request, they will transfer the funds to the contracting officer via a Military Interdepartmental Purchase Request (MIPR). The contracting officer will modify the contract to include the Indian Incentive payment line item and funding citation and make the payment.

If you want to read about it go to

<http://www.acq.osd.mil/sadbu/programs/iip/about/index.htm>

REGISTRATIONS AND CERTIFICATIONS

Earlier, when I was writing about the various socio-economic business categories, I mentioned that in some cases you can self-certify and in other cases you must be certified by the Small Business Administration. Just to summarize here, you can self-certify that you are a Small Business, a Woman-Owned Business, a Veteran-Owned Business or a Service-Disabled Veteran-Owned Business. You must go through the certification process with the Small Business Administration to obtain certification as an 8a, SDB or a HUBZone Business.

Regardless of your certification, you must be registered in the CCR database. Virtually all federal government buyers and many state, county and city buyers, use CCR to find Small, 8a, SDB, HUBZone, Woman-Owned and Veteran-Owned Businesses when they go out for a procurement. If you're not registered, we cannot find you. Go to <http://www.ccr.gov> to register.

Prior to January 2004 you registered in Pro-Net also. Pro-Net merged with CCR and CCR is now the primary entry point to both databases. If you go to the website at <http://pro-net.sba.gov> you will be able to read about the database merger but actual registration takes place at <http://www.ccr.gov>.

Remember that you can register in CCR as a Small business, a Woman-Owned Business, a Veteran-Owned Small Business or a Service-Disabled Veteran-Owned Small Business because you can self-certify. If you have applied for certification as an 8a, SDB or HUBZone Business, double check the CCR database to make sure your profile reflects that information. Since these three areas require SBA certification, only SBA can update your profile in CCR.

NOTE: Sometimes you receive your certification from SBA but the database does not get updated. When you receive those certifications, check the database to make sure it is accurate.

Just an added note: If you were registered in CCR and Pro-Net, go back to the CCR database and check your profile to make sure it is correct. Anytime anyone merges two databases the size of Pro-Net and CCR, goofy things can happen and sometimes data gets dropped. Check it just to be sure.

In addition to making sure your profile is current, accurate and complete, the next most important thing you need to focus on is your NAICS codes. These are the codes that tell what your organization does. Be absolutely certain that you have loaded all of the applicable NAICS codes into your profile because buyers search by NAICS code. For example, if the base clinic needs a dental x-ray machine, I go into the CCR, enter NAICS code 423450, and then click the Small Business, 8a, SDB, HUBZone, Woman-Owned, Veteran-Owned and Service-Disabled Veteran-Owned blocks. CCR will search for those businesses and list them for me. Note - it limits you to only 3 choices at the same time, so I will have to do the search more than once. Based on these searches as well as other market research, I will make my recommendation to the contracting officer regarding

whether a specific procurement should be set aside for an 8a firm, a HUBZone firm, a Service-Disabled Veteran-Owned firm, a Small Business or perhaps it should not be set aside at all and the procurement should be solicited on a full and open basis.

Remember the Central Contractor Registration database is not only used by the federal government but by many city, county, and state agencies as well as prime contractors.

GET REGISTERED. MAKE SURE THE DATA IS CURRENT, ACCURATE, AND COMPLETE. LIST ALL OF THE APPLICABLE NAICS CODES. IT'S IMPORTANT!!!

FEDERAL SUPPLY SCHEDULES

Government buyers often use the General Services Administration (GSA) Advantage to locate and order their products or services. You should consider establishing a contract with GSA from which agencies can place delivery orders. Following is some information from the Federal Acquisition Regulation that describes the program and its use. The complete Federal Acquisition Regulation can be found at <http://www.arnet.gov/far>.

The Federal Supply Schedule program is also known as the GSA Schedules Program or the Multiple Award Schedule Program. The Federal Supply Schedule program is directed and managed by GSA and provides Federal agencies (see 8.002) with a simplified process for obtaining commercial supplies and services at prices associated with volume buying.

GSA schedule contracts require all schedule contractors to publish an "Authorized Federal Supply Schedule Pricelist (pricelist). The pricelist contains all supplies and services offered by a schedule contractor. In addition, each pricelist contains the pricing and the terms and conditions pertaining to each Special Item Number that is on schedule. The schedule contractor is required to provide one copy of its pricelist to any ordering activity upon request. Also, a copy of the pricelist may be obtained from the Federal Supply Services by submitting a written e-mail request to schedules.infocenter@gsa.gov or by telephone at 1-800-488-3111. This subpart, together with the pricelists, contains necessary information for placing delivery or task orders with schedule contractors. In addition, the GSA schedule contracting office issues Federal Supply Schedules publications that contain a general overview of the Federal Supply Schedule (FSS) program and address pertinent topics.

- (1) GSA offers an on-line shopping service called "GSA Advantage!" through which ordering activities may place orders against Schedules. Ordering activities may access GSA Advantage! through the GSA Federal Supply Service Home Page (<http://www.gsa.gov/fss>) or the GSA Federal Supply Schedule Home Page at <http://www.gsa.gov/schedules>.
- (2) GSA Advantage! enables ordering activities to search specific information (*i.e.*, national stock number, part number, common name), review delivery options, place orders directly with Schedule contractors and pay for orders using the Government-wide commercial purchase card.
- (3) "e-Buy," GSA's electronic Request for Quotation (RFQ) system, is a part of a suite of on-line tools that complement GSA Advantage! E-Buy allows ordering activities to post requirements, obtain quotes, and issue orders electronically. Ordering activities may access e-Buy at <http://www.ebuy.gsa.gov>. For more information or assistance on either GSA Advantage! or e-Buy, contact GSA at Internet e-mail address gsa.advantage@gsa.gov.

For more information or assistance regarding the Federal Supply Schedule Program, review the following website: <http://www.gsa.gov/schedules>.

Additionally, for on-line training courses regarding the Schedules Program, review the following website: <http://fsstraining.gsa.gov>.

For specific information on how to get a contract with GSA go to <http://www.gsa.gov/schedules> and click on “For Vendors – Getting on Schedule.”

GRAND FORK AFB BUYING SPECIFIC

After we have searched CCR and completed market research for a purchase, we advertise our needs. To read our advertisements **and** see what **other** government agencies are purchasing go to <http://fedbizopps.gov> (previously known as www.eps.gov). The request for quote/proposal will note if the acquisition is set-aside for a specific business category or is unrestricted.

Some exceptions to this general rule of posting to the Federal Business Opportunities website "fedbizopps" exist. Most IT/computer items over \$2,500.00 are bought from AFWay or General Services Administration (GSA) vendors. General items/commodities are purchased by individual organizations using Government Purchase (Visa) Cards (GPC). They locate vendors by using the internet/yellow pages, GSA Advantage, and local vendors or they may buy the item(s) from the Envision store located on base. To learn more about the Envision store visit them on the Internet at www.envisionus.com. You might also want to become a direct discount vendor. The Direct Vendor Discount Program is a program where local vendors give Grand Forks AFB a discount off their pricing and in exchange the Government provides advertising in the form of a handout to all cardholders and your information is posted to the 319th Contracting Squadron home page website. A link to the discount vendors is posted to the home page for ease in finding products or services that may be needed by the cardholder's office/shop. You can get involved with the program by calling Tom Loy at (701) 747-5347 and he will provide you the simple worksheet to get your company added too the listing.

Commodities bought by our contracting office are generally those items that are high priced and/or uncommon. For Grand Forks AFB and all of Air Mobility Command, Information Technology services and equipment requirements will be procured through the Air Force NETCENTS and AFWay contracts vehicles issued by AF Standard Systems Group, Gunter AFB AL. You may find out more about Air Force Way (AFWay) and NETCENTS at <https://afway.af.mil/>. If you want further information on AFWay or NETCENTS opportunities for small business companies please contact Rosa L. Shannon, rosa.shannon@gunter.af.mil, Small Business Specialist at Standard Systems Group. Her numbers are: Phone (334)-416-5415 and FAX (334)-416-2563. The NETCENTS Contracting Officer is Cynthia Crews, Cynthia.crews@gunter.af.mil.

To facilitate e-business, contractors must file invoices via Wide Area Work Flow (WAWF) application. Information regarding WAWF is available at all Air Force Base Contracting offices. Some Internet sites that may help you are:

www.selltoairforce.org - www.businessknowhow.net - <http://www.sba.gov> - www.arnet.gov/far - www.veteranscorp.org - <http://www.acquisition.gov/>

DOD has available an online publication, "Doing Business with the DoD," that provides a step-by-step guide to marketing your business for the DOD arena. The publication also provides information on buying actions of each activity as well as who to contact. The site is located at http://www.acq.osd.mil/sadbu/doing_business/index.htm

I encourage you to contact individuals in Small Business offices in the state or at the buying activities that you are interested in targeting, as they can be the most helpful. Names and phone numbers of individuals whose job it is to assist Small Businesses (listing of Small Business Specialists by buying activity) are also included on the SADB link above. Procurement representatives from local Procurement Technical Assistance Centers (PTAC) can also provide you free services. The purpose of the PTAC is to generate employment and to improve the general economy of a locality by assisting business firms in obtaining and performing under Federal, State, and local government contracts. Listing of PTAC centers and representatives can be found at www.dla.mil/db/procurem.htm

If you have any general questions regarding AMC bases or our mission, please visit the AMC website at <http://public.amc.af.mil/>. The link to Grand Forks AFB is <http://public.grandforks.amc.af.mil/>

To contact us by phone, call:

Area code (701) prefix 747 then

Acquisitions 5266, 5273, 5287 or 5292 (Acquisitions means **all** purchases)

Government Purchase Card 6647 or 5347

Front desk 5252 or 6596

Our e-mail addresses are:

firstname.lastname@grandforks.af.mil.

My address is duane.mann@grandforks.af.mil

Our mailing address is:

319th Contracting Squadron

575 Tuskegee Airmen Blvd

Grand Forks AFB, ND 58205-6436

I hope this is helpful. Best of luck to you and your company.

Thank you for your interest.

DUANE F. MANN

Director of Business Ops/Small Business Specialist

(701) 747-5256

FAX 747-6682 or 4215

HOW TO ACCESS/INQUIRE GRAND FORKS AFB BUYS
at
FEDERAL BUSINESS OPPORTUNITIES (FBO)

1. Log onto the Internet and log in at www.fedbizopps.gov (formerly known as www.eps.gov)
2. Scroll down and click on “FedBizOpps” for Vendors.
3. Under Acronym, click the down arrow key to find “USAF” or click on the button labeled DoD. At the next page click on Department of Air Force.
4. If interested in business opportunities at Grand Forks AFB, scroll down to “Air Mobility Command” in the left and click “Locations”. (Minot AFB and Ellsworth AFB are part of “Air Combat Command”.)
5. You will see a listing of all the bases in Air Mobility Command. Find “319 CONS, Grand Forks AFB, ND” in the left column and click “Posted Dates”.
6. Scroll down to find information on any particular buys you may be interested in. If you want to see just a brief description of a buy click on “Synopsis” (colored lettering). If you want to view/download a particular procurement (includes the specifications, drawings, etc.) then click on “Solicitation” (colored lettering). To view/download any amendments to a particular procurement click on “Amendments” (colored lettering). If you see combined synopsis/solicitation (colored lettering) that is the only document you will see advertising that buy. It is also called a synopsitation.
7. FBO has a subscription program for automatic e-mail notification regarding amendments to solicitations and business opportunities. To sign up for this feature, use the gray button at the bottom of the synopsis page titled “Register to receive notification” (to obtain notices for that specific solicitation only). To obtain notices tailored to your requirements (specific classification, location, or type product only) click on the “Vendor Notification Service” to the right under related links.

NOTE 1: FedBizOps has a tool that allows vendors to “Register as an interested vendor” (button) and to “View list of interested vendors” (blue link) at the time solicitations are posted. If you do not see these options, contact the individual responsible for that solicitation and ask them to “enable” the features.

NOTE 2: If you are interested in any other business opportunities with the federal government, instead of clicking on "Department of the Air Force" when first logging in you can click the "All" button for other federal agencies/departments, which are listed (e.g. DOL, EPA, FEMA, HUD, USDA, etc.).